

**CHER-AE HEIGHTS INDIAN COMMUNITY  
OF THE TRINIDAD RANCHERIA**  
Job Description

**Job Title:** Tribal Legislative and Policy Analyst  
**Department:** Administration  
**Supervisor:** Chief Executive Officer  
**FLSA Status:** FT Exempt  
**Prepared by:** Chief Executive Officer, Executive Manager, Human Resources Director  
**Prepared Date:** 04/08/2026  
**Approved By:** Chief Executive Officer, Tribal Council Chair and Vice Chair  
**Approved Date:** 04/10/2026

**SUMMARY**

The Tribal Legislative and Policy Analyst serves a critical dual role within the Tribal Government as both a legal research resource and a lead coordinator for the development and review of Tribal ordinances, codes, and organizational policies. This position supports and advances tribal governance by researching, analyzing, developing, and evaluating legislation, laws, regulations, and internal policies to ensure legal compliance and strategic alignment with the Tribe's goals.

The Analyst is responsible for analyzing complex information, drafting reports, reviewing grants and contracts, and providing informed recommendations to the Chief Executive Officer (CEO). Common duties include reviewing proposed legislation, preparing summaries, drafting correspondence, writing policies, drafting and reviewing codes and ordinances, and providing high-level administrative and analytical support to the CEO and Executive Manager.

In this role, the Analyst provides expert legal research and analysis, assists with legal matters affecting the Tribe, and helps ensure compliance with all applicable laws, regulations, and agreements. The position also supports the CEO in advancing the Tribe's self-governance initiatives and strategic planning efforts, including the negotiation, implementation, and monitoring of federal and intergovernmental agreements.

Although the Analyst reports directly to the CEO, the role functions as an extension of the CEO's office, aligning closely with daily executive priorities. The position collaborates regularly with Tribal Council, the Executive Manager, department directors, legal counsel, and external partners to protect and advance the Tribe's sovereignty, legal interests, and self-determination.

## **ESSENTIAL DUTIES**

- Legislative Analysis
  - Conduct legal research and analysis on tribal, federal, and state laws, court decisions, regulations, and legal developments affecting the Tribe, with a focus on tribal sovereignty, governance and self-governance.
  - Draft, review, and revise a variety of legal and administrative documents, including contracts, intergovernmental agreements, memoranda of understanding, ordinances, policies, correspondence, and reports, ensuring legal sufficiency and alignment with tribal objectives and laws.
  - Monitor, track, and assess legislative, regulatory, and policy developments impacting tribal operations and self-governance; prepare summaries, briefing materials, and recommendations for the CEO and leadership.
  - Provide clear and timely legal analysis and advice to the Chief Executive Officer, and under the direction of the CEO, to Tribal Council, and Department Directors to inform strategic and policy decisions.
  - Support litigation and administrative proceedings by assisting with case preparation, discovery, document and case file management, and coordination with outside legal counsel.
  - Collaborate with internal departments to support effective implementation, reporting, and compliance with grant agreements and federal program requirements.
  
- Policy and Ordinance Review and Development
  - Review and analyze, existing policy, procedure, code and ordinance frameworks.
  - Develop, draft, and revise policies, procedures, resolutions, codes and ordinances.
  - Provide policy analysis and recommendations to CEO, and leadership.
  - Collaborate with internal departments and external partners on policy initiatives.
  
- Governance
  - Research, interpret, and evaluate federal, state, and Tribal laws and regulations.
  - Support governance development, including policy alignment and compliance practices.
  - Build and maintain effective relationships with external stakeholders, including federal and state agencies, elected officials, tribal organizations, and community partners.
  - Advocate for the protection and advancement of tribal sovereignty, self-determination, and self-governance rights through strategic initiatives and outreach.
  
- Grant Compliance
  - Review grant opportunities for alignment with organizational and policy priorities.
  - Analyze grant requirements for compliance with Tribal and governmental regulations.
  - Assist in drafting grant-related policy language and supporting documentation.
  - Ensure funded programs adhere to policy and legal requirements.
  - Review department grant submissions through the lens of Tribal Sovereignty.
  
- Administrative and Departmental Support
  - Develop and disseminate educational materials and guidance to tribal leadership, staff, and community members on self-governance policies, legal principles, and emerging trends.

- Draft formal letters, policy memos, briefing documents, and reports.
  - Translate complex legal and policy concepts into clear, actionable language.
  - Present findings and recommendations to leadership, boards, or governing bodies.
  - Attend seminars, conferences, trainings and/or committee meetings and report information to CEO.
  - Travel to tribal, local, regional and national meetings and events to represent and advocate for the Tribe as requested.
- **Travel and work outside standard working hours will be required.**
  - **Additional Duties may be assigned as necessary for departmental needs.**
  - **Supervisory Duties:** This position does not require supervisory responsibilities.

## COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies.

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- **Written Communication** - Writes clearly and informatively; Expresses and demonstrates professional business writing skills, Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- **Analytical:** Synthesizes complex information, collects, and researches data, designs workflows and procedures.
- **Problem Solving:** Identifies and resolves problems in a timely manner, develops alternative solutions, and works well in group situations.
- **Project Management:** Develops project plans, coordinates projects, and completes projects on time and in budget.
- **Judgment:** Makes decisions, supports and explains reasoning for decisions, includes appropriate people in decision-making processes.
- **Planning/Organization:** Prioritizes and plans work activities, sets goals and objectives, organizes or schedules other people and their tasks.
- **Professionalism:** Approaches others in a tactful manner, treats others with respect, and follows through on commitments.
- **Adaptability:** Adapts to changes in the work environment, manages competing demands. Changes approach or method to best fit the situation.
- **Attendance/Punctuality:** Consistently at work and on time, ensures work responsibilities are covered when absent.
- **Safety and Security:** Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Initiative:** Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.
- **Innovation:** Meets challenges with resourcefulness; Develops innovative approaches and ideas.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Education and Experience:**

- Bachelor's Degree or higher education in Legal Studies, Public Administration, Native American Studies, Political Science, or a closely related field.
- Minimum of three (3) years of legal and/or administrative/managerial experience, preferably with a focus on governance or government relations, in a tribal, governmental, or non-profit setting.
- Paralegal Certificate or Juris Doctor (JD) degree, or significant legal training/experience is strongly preferred.

### **Preferred Qualifications:**

- Experience with federal Indian law, tribal governance, or self-governance contracting is highly desirable.
- Demonstrated experience conducting legal research, drafting legal documents, and analyzing policy or regulatory language.
- Strong analytical, research, and problem-solving skills.
- Experience with grant review, compliance, or administration.
- Excellent written and verbal communication and interpersonal skills, with the ability to articulate complex information clearly and effectively.
- Proficiency in relevant computer software and databases, including legal research tools and document management systems.
- Demonstrated ability to work collaboratively with diverse teams and stakeholders.
- Negotiation experience and training, particularly in areas related to contracts, grants, and or government-to-government relations.

### **Ability to:**

- Demonstrate a strong understanding of federal Indian law, tribal sovereignty, and self-governance frameworks.
- Conduct thorough legal research and produce clear, concise, and analytically sound legal writing.
- Interpret and apply complex legal and regulatory documents to a variety of situations.
- Communicate effectively, including conveying legal and policy information clearly to non-legal audiences.
- Exercise discretion, integrity, and professionalism when handling sensitive or confidential information.
- Manage multiple projects effectively, demonstrating strong organizational and time-management skills.
- Ability to work independently, exercise sound judgment, and prioritize multiple tasks with attention to detail and accuracy.
- Work both independently and collaboratively within a dynamic governmental environment.
- Uphold and actively support the Tribe's mission, values, and the exercise of tribal sovereignty.

**Other Qualifications:**

- Must possess a valid Driver's License and be insurable by Trinidad Rancheria Insurance Policy.
- Must pass Background Investigation
- Must pass a pre-employment drug screen.
- Must be able to travel 20% of the time.
- Indian preference to qualified applicants.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, performed indoors in an office setting.

Signature\_\_\_\_\_

Date\_\_\_\_\_